

7 April 1954

PLACEMENT AND UTILIZATION DIVISION MEMORANDUM NO. 17

SUBJECT: PUD Responsibilities in connection with Personnel Evaluation Reports

REFERENCE: [REDACTED] Personnel Evaluation
[REDACTED] Personnel Evaluation

OPN 20-370-2 (77-53), Assignment of Personnel Office Responsibilities in connection with Personnel Evaluation Matters
OPN 20-370-3 (11-54), Personnel Evaluation Report Procedures
PUD Memorandum No. 10, Personnel Evaluation Reports
PUD Memorandum No. 16, Personnel Evaluation Reports and Periodic Step Increases

1. As of last week the Deputy Assistant Director for Personnel authorized the Placement and Utilization Division to cease coding completed Personnel Evaluation Reports and PER coding has therefore been terminated. At the same time, the DAD/P emphasized the importance of the Division's continuing responsibilities in connection with PER's which I am setting forth below:

a. Immediately upon receipt of PER's in the Office of Personnel they go to the Position Inventory where receipt is posted on the Service Record Card (SF-7). After posting, the [REDACTED] initials and dates the appropriate space and forwards the form directly to the Placement Officer concerned. 25X1A

b. The Placement Officer is responsible for analyzing the PER and for discussing problem cases with the supervisor and/or the individual concerned for the purpose of placing the facilities of the Office of Personnel at the disposal of the supervisor and/or employee. Placement Officers are expected to resolve or to refer to higher authority any problem which may be found to exist through the PER system. Where individual training is desired or recommended, Placement Officers are expected to discuss such matters with supervisors and offer any assistance which the Office of Personnel may be in a position to give. After completing the indicated action, the Placement Officer will initial and date the PER in the space provided for that purpose (PI will henceforth place a suitable stamp on each PER) and return it without delay to [REDACTED] (PRD) for filing in the Official Personnel Folder. If the Placement Officer's action will require more than 5 days to complete, he will extract the pertinent data and return the PER to the [REDACTED] 25X1A 25X1A

c. In addition to reviewing and acting upon individual PER's, Placement Officers also have the following responsibilities:

(1) Answering in a satisfactory manner, inquiries from operating components regarding the PER program and its specific reporting requirements.

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(2) Recommending to the Chief or Deputy Chief, PUD, any change or modification in PER system which seems appropriate in the light of day-to-day operating experience.

(3) Assisting PRD in obtaining delinquent PER's by checking every Official Personnel Folder handled for the purpose of determining if it includes a current PER, and if it does not, initiating follow-up action with PRD.

2. I wish to emphasize that this Division of the Office of Personnel must bear its full share of responsibility for furnishing to all other offices of the Agency the necessary staff assistance and support under the PER program. In the last analysis, this responsibility is borne by individual Placement Officers, and it will be necessary for every Placement Officer to recognize his full responsibility if the Office of Personnel is to discharge its role effectively.

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Chief, Placement and
Utilization Division